

JOB VACANCY

INCUMBENT: Vacant	DESIGNATION: Senior Manager
POSITION/JOB TITLE: Senior Manager Operational Readiness - Project	LOCATION: Yekepa/Buchanan
FUNCTIONAL AREA: Projects	SEGMENT: Mining
DISCIPLINE: Execution Management	
REPORTING TO: Director - Projects	BUSINESS UNIT: AM Liberia
Date Authored: April 1, 2021	OPERATING UNIT: Projects

PRIMARY FUNCTION OF JOB *(Mission)*

The Senior Manager Operational Readiness has the overall responsibility for direction, preparation for and successful implementation of safe, smooth and effective transition to stable operations.

This includes planning, implementation and closing activities necessary to successfully transition and make ready the operation through the project execution and ramp up phases from DSO to Concentrate production to the defined operational KPI's.

Ensure the adherence to best practice operational readiness principles and the establishment of an operationally ready organisation with appropriate resources, skills, systems, processes and procedures to receive completed facilities and ramp them up to safe, sustainable steady state operations.

MAJOR DUTIES OF JOB HOLDER *Main Responsibilities. (Mention the differentiating factors, end products and accountabilities where no signoff is needed)*

Core Accountabilities

- Provide leadership and direction of safety management across all facets of the operational readiness planning and execution
- Comply with all aspects of ArcelorMittal and ArcelorMittal Liberia policies and values including the AM Code of Conduct.
- Participate and lead Environment and Community representation and activities in conjunction with AML leadership
- Manage the provision of operations input to design and ensure that the resultant scopes are agreed and signed off by all parties.
- Manage the on-going interface between the Operations team and the Project team throughout execution
- In partnership with the Commissioning Manager, ensure a smooth transition from Construction into Operations so as to enable a safe, smooth and rapid ramp up to full production
- Ensure project operational requirement changes are conveyed in a timely manner to Operations.

- Operational readiness related communication or progress meetings, where project execution related requirements / discussions / negotiations will occur.
- Mentor and coach Owners' team members and project engineers on operational readiness requirements.
- Build relationships with Project execution and ECM functional Leads and internal stakeholders to ensure operational readiness issues/problems are addressed and resolved effectively in a timely manner.
- Ensure direct reports are provided with clear direction and work expectations.
- Continuously seeking (or encouraging others to seek) opportunities for different and innovative approaches to addressing operational readiness related organisational or technical problems and opportunities; using appropriate interpersonal styles and methods to inspire and guide individuals and teams towards goal achievement; establishing and accomplishing significant personal and team goals.
- Periodically assess competency and performance of direct reports against business requirements and prepare corrective and development plans as necessary.
- Develop effective communication processes to maintain and motivate employees, ensuring they work to achieve the best outcome.

Project Specific Accountabilities

- Management of overall operational readiness, stakeholder requirements and governance processes throughout the project operational readiness lifecycle including implementation of appropriate project operational readiness/transition management plan that will ensure successful delivery of the ramp up and transition to operations phase.
- Determination and control of project operational readiness scope and deliverables including change control management.
- Development, monitoring and control of achievable project operational readiness and ramp up schedule.
- Identification, formulation and control of project operational readiness cost budget ensuring project ramp up and transition to operations is appropriately funded and completed within the approved budget.
- Determine and implement operational readiness quality requirements and improvements in project ensuring constructed deliverables will satisfy the operational objectives and grow value.
- Determine required resources to manage project operational readiness tasks including selection and appointment of resources and development of cohesive operational readiness team.
- Review the planned, actual and forecast operational readiness resource levels for the ECM, OEM consultants and contractors and challenge on this where necessary.
- Manage timely and appropriate generation and distribution of project operational readiness information via formal structures and processes.
- Identification, analysis and mitigation of potential operational readiness risk events including establishment of 'operational readiness' section of the risk register and initiation of corrective action when required.
- Ensure project operational readiness phase performs exceptionally in the context of health, safety, environment and community during the project's lifecycle.

- Oversees the management of site operational readiness activities necessary to attain project ramp up and transition
- Oversees the management of pre-commissioning, commissioning and handover activities undertaken to bring project scope into production
- Ensure required operational readiness funding for project is provided in a responsible and timely manner including provision of information necessary for budget submissions, funding approvals, financial forecasts and vendor payment approvals.
- Selection and implementation of appropriate operational readiness systems and technology to support ramp up and transition to operations including project controls, safety management, engineering design, document control, scheduling, resource management, financial management and reporting.
- Establish a system to manage operational readiness “Requests for information” and “Technical queries” raised with the Owner’s Project Team by the operations team or construction contractors to ensure the flow of information is controlled, recorded and time frames are met.
- Participate in project close out review and post investment reviews where required.

Safety

- Provide leadership necessary to ensure that construction/commissioning employees and any contractors adhere to safety and environmental standards that meet or exceed industry standards and any applicable legislation.
- Ensure all department personnel are adequately inducted in their work area and are aware of all workplace rules and critical procedures applying at the workplace.
- Actively contribute to site safety policy and new initiatives and implement change as directed by the Project Director and/or CEO.
- Develop and promote a pro-active construction/commissioning safety culture by the identification, development, and review of safe practices and procedures and by ensuring the awareness of all departmental personnel.
- Actively promote, monitor and enforce compliance of construction/commissioning personnel with safe work practices.
- Ensure all construction/commissioning incidents are reported and investigated according to Company and statutory requirements and all recommended corrective actions are completed.
- Ensure all health and hygiene risks in the construction/commissioning work areas are identified and controlled.

Environment

- Ensure environmental programs are legally compliant during construction/commissioning and the risk is reduced to environmental incidents through:
 - Provision of adequate facilities and equipment
 - Participation in the development and enforcement of appropriate procedures
 - Provision of awareness and skills training to ensure a competent workforce.

Employee Development

- Develop and maintain a departmental structure that adheres to ArcelorMittal policies, enables teamwork and personal development while focusing on the achievement of results.
- Ensure training and coaching is provided to all department employees, with specific attention to National and Local employees as part of the Company’s Training and Localisation Plan.
- Ensure all members of the department have clearly defined accountabilities and roles and that

individual development plans are in place to enable goals to be achieved.

- Ensure all members of the department receive feedback on their performance and participate in formal GEDP and performance review processes.
- Develop a succession plan for direct report roles.

Financial

- Review capital requirements for operational readiness items, to meet long term objectives of the Company.
- Review operational readiness expenditure, on a monthly basis and ensure all variances to budget are investigated and explained.
- Identify specific areas for cost improvement during operational readiness phase and ensure the development and implementation of action plans to achieve these gains.
- Coordinate compilation of the annual operational readiness budget.

Reporting

- Review and monitor all operational readiness related safety, service level and financial performance indicators and initiate corrective action where necessary.
- Deliver reports to the Project Director on agreed performance indicators and to agreed standard and schedule.

Education Requirements for this position (Formal qualifications)

Essential

- *Professionally qualified:*
 - *Operations/Project Manager (Post Grad. Degree, Advanced Diploma, Graduate Certificate)*
 - *Structural, Civil, Mechanical or Electrical Engineer*

Desirable

- *Post Graduate Management Qualification*
- *Master degree in Business Administration*

Key experiences needed prior to taking this position

Essential

- *Proven and measurable leadership of safety behaviours and systems within a large project commissioning and ramp up environment*
- *Proven Operational Readiness Manager/Director with operation to project execution transition phase experience at senior level on Mining, Processing and/or Materials Handling Infrastructure Capital Projects \$1B plus, for 5 to 10 years.*
- *Proven experience in operating and/or commissioning Brownfield Processing and/or Materials Handling Infrastructure Projects (minimum 3 years) to the value of a minimum of 500 million USD in Iron ore or hard rock mining*
- *Proven multi discipline, commissioning based EPCM/ECM Processing and/or Materials Handling Infrastructure Project delivery experience in similar projects and industry*

- Proven Owners team /operational client management experience in commissioning and ramp up phase team assembly and development
- Demonstrated and measurable, successful delivery in a relevant industry or project discipline in which the particular project is being executed in accordance with agreed KPI's
- Proactive and practical 'out of the box' thinker and creator of executable and measurable operational readiness solutions and plans that acts as a delivery agent.
- High level understanding of all relevant legislation affecting the employment and commissioning safety of persons in the mining industry in Africa particularly West/Central Africa.
- Demonstrated and measurable application of continuous operational improvement ideas that respond to the particular operational/project challenges that arise in each phase, discipline or function of a project in execution
- Demonstrated and measurable experience in reacting, investigating and responding to project commissioning or operational incident/accidents on multi-discipline construction projects

Desirable

- Prior experience in similar operational or project roles in Africa, particularly West or Central with demonstrated and measurable positive outcomes will be an advantage.

Specific skills required for this position

Essential

- *Solid understanding of preparation or development of commissioning based structures and systems to ensure effective environmental controls and management*
- Demonstrated ability to motivate and lead commissioning teams of highly skilled and experienced personnel having diverse cultural backgrounds.
- Must have excellent written and oral communication skills in English and show a commitment to understand local culture and impart your commissioning, operational and technical knowledge to the local Liberian construction personnel.
- Able to deliver results on quoted targets and to construct systems that are the best method now and sustainable into the future.
- Provide commissioning support without removing responsibility (to build ownership).
- Seeks to engage with all people associated with the AML Operations and to understand, learn from and share cultural differences.
- Demonstrated application of continuous improvement ideas

Computer Skills:

- Good computer skills with the ability to use integrated management systems, word processing, presentation and spreadsheet applications.

Communication Skills:

- Ability to communicate effectively across all levels
- Confident communicator with senior management and external stakeholders

- Strong report writing and presentation skills.

Desirable

- Maintains or enhances other's self-esteem.
- Listens and responds with empathy.
- Knowledge of Liberian customs and legal processes

Personal Attributes needed to fulfill requirements of position

Essential

- Be physically fit and be able to pass a pre-employment medical examination.
- Commitment to training of Liberian national citizens
- Able to deliver results on quoted targets.
- Able to build relationships and engage people in continuous improvement processes.
- Always identifies the construction priorities correctly and works in a self-directed manner.
- Constructs systems that are the best method now and sustainable into the future.
- Able to step back from direct control of "hands on" work.
- Successfully delegates and trusts specialist staff for technical support.
- Manages interacting projects.
- Shares thoughts, feelings and rationale (to build trust).
- Provide support without removing responsibility (to build ownership).
- Seeks to engage with all people associated with the AML Operations and to understand, learn from and share cultural differences.

Desirable

- Prepared to challenge "the way we do things".

To apply:

Please submit your letter of application along with your Curriculum Vitae Liberia.jobs@arcelormittal.com or at the Security Gates/Desk in Yekepa and Buchanan. All Envelops or Email subject should be marked with the position you are applying for.

Deadline for receipt of applications: April 30, at 5:00 p.m.

Please note the following:

Only short-listed candidates will be contacted.

FEMALE APPLICANTS ARE HIGHLY ENCOURAGED TO APPLY